

**Town of Milton**  
**BOARD OF SELECTMEN MEETING**  
**May 2, 2022**

**ATTENDANCE:**

**Members:** Claudine Burnham (Chair), Humphrey Williams; Matthew Morrill

**Staff:** Chris Jacobs, Town Administrator, Police Chief Richard Krauss, Fire Chief Nick Marique

**Public:** Kym Libby, Karen Golab, Larry Brown, Virginia Long, Steve Pannish

Claudine Burnham, Chair, opened the public session at 6:00PM.

1.) **Pledge of Allegiance:** Claudine Burnham, Chair, led the meeting in the Pledge of Allegiance.

2.) **Public Comment:**

1. Larry Brown – Mr. Brown provided comments about the probability tree, Benjamin Franklin's son, inoculations, and public health.

3.) **Announcements and Community Calendar:**

1. May 7<sup>th</sup> – there will be a rabies clinic at the Highway Garage from 2 to 5PM.
2. May 21<sup>st</sup> – Household Hazardous Waste Collection at the Turnkey Landfill.

4.) **NEW Business – Discussion and Possible Actions:**

- a.) **John Katwick – Cemeteries request to spend from CRF:** Mr. John Katwick, Cemetery Trustee, attended the meeting requesting permission to purchase signs for town-owned cemeteries. The cost for the signs is \$900 which would be taken out of the Capital Reserve Cemetery Fund (balance of fund is currently ~\$9,000). He indicated the fund can be used for public improvements and he also had this pre-approved through the Trustees of the Trust Fund. Mr. Katwick did get quotes from Tom Drew who is a local vendor. He has researched signs in other communities to help with the overall sign design. Ms. Burnham questioned if the \$900 was only for the signs and did not also include the structure to hold the signs? Mr. Katwick explained the cost for the pressure-treated wood and hardware would probably come directly from their budget.

Mr. Williams motioned to approve \$900 purchase for signs for the Milton town-owned cemeteries. Mr. Morrill seconded the motion. All were in favor; the motion as approved.
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- b.) **Nick Marique – Movement of funds from the Ambulance Fund:** Chief Marique explained this year all expenses will be applied to one line-item and wait until the end of the year to transfer money. The first quarter shows ~\$500 expenditures from the Ambulance Fund (this does not include payroll). Mr. Williams questioned why the current report reflects 46% expenditures? Mr. Jacobs asked if this was using the labor line? Chief Marique said the report is at 75%. Mr. Jacobs explained instead of moving money out of the ambulance line (as previously done), that line is being left alone. The expenditure report reflects the actual labor line, including the ambulance fund, is at 75% spent which means by the end of the 2<sup>nd</sup> quarter, will have to start moving money from the ambulance line back into support the budget lines. This does not mean Chief Marique is spending an increase amount of money rather now being more aware of

what the actual labor costs are and what may need to happen in the future if deciding to continue to use the ambulance fund to pay labor costs or leave the ambulance fund alone and fund the departments payroll out of direct taxation. Chief Marique concurred and said this is the first step to seeing actual labor costs. He said the ambulance revolving fund (at the end of April) had a balance of \$117,000. Mr. Williams indicated his confusion about the \$500; the part-time line is currently around 64-70% (last year was 18-19%) and \$19,000 just spent in April. Chief Marique said the \$500 is not related to labor; the waiver that was previously charged to the ambulance fund is now instead being charged completely to the FB PT salary line. The ambulance revolving account is now being charged for EMS supplies, fuel, billing company. YTD have spent \$5900. Mr. Williams wants to account for the differences to track and account for the rest of the year. Chief Marique feels there should be a surplus at year-end to cover. Mr. Williams said it's important to be on the same page and be clear and understand about the tracking. Chief Marique – YTD have spent ~\$5,000. There was a deposit to the general fund instead of the revolving account which accounted for the \$500 difference. Labor is not included in this figure at all. Mr. Jacobs said in summary, does the BOS want to move some money from the ambulance fund now or wait until July to get breakdowns of expenditures for the first six months and move monies as one lump sum. Mr. Williams wants to see tracking to have a better overall understanding. Mr. Jacobs said they can go back through the payroll and give the breakdowns. He said cash-flow wise, November & December are usually very tight, and it would be better to address this at the end of the 2<sup>nd</sup> or 3<sup>rd</sup> quarter; this is more of an internal accounting policy. The Warrant Article did indicate it is BOS responsibility to move from the fund back in and just wants to comply with what had been voted. Mr. Williams requested to see the ambulance account coverage piece (the off-hours) which would help in overall understanding. Chief Marique – the PT line is all ambulance coverage which includes 10-15 hours for the Assistant Fire Chief.

- c.) **Nick Marique – Fire Department request to purchase command vehicle:** Chief Marique provided information on where the money is coming from, the cost, deadlines for application, the need to replace and information regarding the grant. He explained each community would get up to \$50,000 with a \$5,000 match (would have to spend \$5,000 in order to receive the \$50,000 grant). The money needs to be spent by year-end. Other information in the packet provided to the BOS: OME quote: \$13,522 for emergency lights, radios, front console. Command cabinet in back: he is trying to see if the old one will fit – he also indicated if there is money available in the grant, he would like to get this replaced. Quote for vehicle: \$40,456 less \$8,000 for vehicle trade-in = \$32,456. Police interceptor (he did call for information although Chief Marique does believe this vehicle would be too small) cost about \$35,000. He asked Farmington FD – they also received the grant and purchase an Expedition. Regarding funding: already approved radios (if any grant money was left, he could apply the radios to this grant as well) - total cost would be \$53,292.30 (less than \$55,000). He recommends \$50,000 (grant) and \$7,232,24 from the FD Equipment Capital Reserve Fund. The current vehicle is 10 years old and starting to corrode (needs work - \$3,500 rear fender work). He feels it makes sense to capitalize on the equity of the vehicle along with the grant money. Mr. Williams questioned when the deadline is for final grant proposal? Chief Marique – June 3<sup>rd</sup>. However, the vehicle needs to be ordered by May 14<sup>th</sup> (with anticipated delivery of September/October). Mr. Jacobs – cash flow wise, the \$8,000 comes off the top with trade-in? Yes. Mr. Jacobs – the town is required to pay 10% of \$61,262 (receiving \$50,000 grant) which means \$6,126 would come from the Capital Reserve Fund? Trying to make the math work – if taking the \$8,000 off,

means we haven't paid the 10%. Chief Marique – I think the 10% is from the \$50,000 grant (not total cost) which would be \$5,000. Mr. Williams – he shared same concern if \$8,000 trade-in counts as putting money into it. Mr. Jacobs – agreed with Chief Marique it would be \$5,000. The town's portion would need to be paid by 12/31/2022. Mr. Jacobs – will have a hard time recommending to the BOS the exact amount will be needed to be taken from the Capital Reserve Fund. He recommended holding off on a specific amount from the CRF; Chief Marique just is requesting permission to order the vehicle. Mr. Williams – prefer to have the grants all set prior to ordering the vehicle; the timing is an issue. Mr. Morrill – concern regarding preventative maintenance, how are the vehicles currently being cared for? Do they get washed after calls and maybe the vehicles could get under-coated? Chief Marique – they do preventative maintenance and would also like to look into possibly undercoating. Mr. Williams – agreed he would like to see the vehicles maintained a little better. He does agree the Tahoe would work better than the Ford.

Mr. Williams motioned to move forward with the purchase of the command vehicle utilizing the grant. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- d.) **Nick Marique – Fire Department request to purchase UTV Skid:** This would be a dual-purpose unit to be used for both forest fires and wilderness rescues. He did receive two quotes; one quote is for \$6,815 and the second quote is \$7,800. His recommendation is to go with MTEC Inc quote for \$6,815. Mr. Jacobs questioned if this included shipping charges? Yes the shipping cost would be \$400. Mr. Williams – when funds were encumbered the remaining amount was \$2,700. Chief Marique – that is for the emergency lights and lettering. Mr. Williams – this is going to come from the FD equipment line? Chief Marique – yes. This will be the best way to get patients out of the woods, especially with the new trail systems and snow machine rescues. Mr. Williams – with the grant money coming in, does this mean it can be spent on anything for the Fire Department? Chief Marique – purchases utilizing the grant must be tied to COVID. Mr. Williams – how can the command vehicle be tied to COVID, and this purchase would not? Chief Marique – the command vehicle would be used when responding to COVID calls. Mr. Williams – wouldn't this equipment also be considered a first response vehicle? Chief Marique – people are not in the woods when having COVID. Mr. Williams – have an overall concern when it comes to spending money – there is a lot of spending going on, and now we're falling further behind. This could have been used for radios if known about it earlier. Understand the timeframe involved and am not 100% sold. I understand the need, however, is concerned about all this spending at the same time. Ms. Burnham – we have reviewed this previously – this is specifically to the use of the vehicle – it is more of a functional piece. Mr. Morrill – with the increase of the trails and higher usage there is a need for this machine to be able to respond.

Mr. Williams motioned to approve the UTV Skid equipment from MTEC Inc for \$6,815. Mr. Morrill seconded the motion. All were in favor; the motion was approved.

- e.) **MS4 contract with GeoInsight – seeking approval:** Mr. Jacobs received an updated contract. He is requesting the BOS approve the contract. Mr. Williams moved to table this discussion to upcoming meeting.

- f.) **Virginia Long – Conservation Commission:** Ms. Long, Chair of MCC, provided information to the BOS on MCC's role in overseeing town-owned lands. She also gave information about MCC's support for two MMRG conservation projects located in Milton Mills.

MCC has oversight of 2 types of conservation lands: 10 private properties with town-held conservation easements; 7 town-owned lands that town has decided to conserve.

**Town-held conservation easements:** What is a **Conservation Easement? A Conservation Easement (CE) is a legal document (a type of deed) that goes with the property deed and restricts the rights of current and future landowners with respect to that property.** Restrictions: no subdivision, no permanent structures, other optional negotiated restrictions. Federal and state laws enabling conservation easements recognize that such conservation of natural resources constitutes a public good (public benefit). Compliance with CE is ensured by designated qualified independent entity, such as town or land trust. The MCC fulfills the Town of Milton's responsibility to ensure compliance with each of the 10 town-held easements. We contract a monitor to annually walk the boundaries of each parcel (cost = approx \$1500) and if violations are observed, we take action. MCC has requested of Planning Board that any future town-held conservation easements require an upfront endowment to pay for easement monitoring. Review Excel sheet list of town-held easements (most were given to town part of open space development plan).

**Town-owned conservation properties:** Total of 240 acres consisting of 7 parcels : size range 4 – 79 acres; Various histories of town-owned conservation parcel: donated or tax deeded; Identified on "Conservation Land Map" layer of town GIS map; Protected by conservation easement, deed restriction, donation restrictions, or simply good intentions (inadequate) NOTE: landowner should not be the same as easement holder.; NEXT: MCC plans to work with local land trust Moose Mountains Regional Greenways (MMRG) to complete conservation easements on Old Ski Area and on Jones Brook Park/Payne , as mandated by town vote (2004? warrant articles). Probably first step: signed legal Memorandum of Understanding between MMRG and Town of Milton.

**MCC support for MMRG's conservation projects in Milton Mills.** Local land trust Moose Mountains Regional Greenways (MMRG) plans 2 conservation projects in Milton Mills. In each project, the landowner voluntarily will give up the right to develop their property with no compensation, because they wish to keep their land in its natural state for the public benefit.

Paul Steer – 52 acres on Applebee Road (preserve scenic rural character of Apple Road; add to existing conserved forest land for wildlife habitat); Mark Keating – 65 acres on Jug Hill Road (preserve streams and buffer for water quality and wildlife; preserve forest for wildlife habitat). MCC supports these two projects for town public benefit: propose donation of \$5,000 to each project from MCC's Conservation Fund; will hold 2 public hearings for public input about the donations. Wednesday, June 1<sup>st</sup> at 6PM at beginning of MCC monthly meeting; no action required of BOS.

- g.) **Karen Golab – regarding request to form a 3 member goals group:** At a previous meeting there had been discussion about setting up a subcommittee to help establish goals. She requested this topic be kept under Old Business so it will remain on future agendas. Ms. Burnham agreed with the request.

## 5.) **EVENT Permits:**

1. **There were none.**

**6.) OLD Business:**

1. **Review of BOS By-laws:** Mr. Williams made the changes to the documents from previous discussion; some additional discussion took place.

Mr. Morrill motion to accept changes. Mr. Williams seconded the motion. All were in favor; the motion was approved.

2. **Water Street – closed to heavy trucking:** Information provided to the board included a separate document from Chief Krauss. Legal agreed that the information should not be added to the ordinance as it would block access and would actually land-lock trucks which would cause the current town ordinance to be defeated in court. They will leave an access road for the trucks from state highway into the state of Maine. Existing ordinance is fine.

**6.) Other Business That May Come Before the Board:**

There was none.

**7.) Approval of Minutes:**

Non-Public Minutes:

There were none.

Public Minutes: Mr. Williams suggested having the signature sheet at the end.

**April 4, 2022** – proposed revisions – Mr. Williams made adjustments and changes to April 4, 2022 minutes. Mr. Williams motioned to approve 4/4/2022 public minutes with corrections. Ms. Burnham seconded the motion. Mr. Morrill abstained.

**April 18, 2022** – Mr. Williams will continue to review and make corrections. Tabled to next meeting.

**8.) Public Comments Relative to Topics Previously Discussed:**

Kym Libby – currently going through the business directory. She is updating and also reaching out to new businesses in the town.

**9.) Expenditure Report:**

Mr. Williams sent the Expenditure report to the BOS. This will be discussed at the next meeting. April expenses were significantly higher than the previous two months.

**10.) Town Administrator:**

- Our next public meeting is May 16, 2022, at 6:00PM.
- Lord Lane – Mr. Jacobs received a draftee from the developer and forward it to legal counsel. They had originally been sent a letter of outstanding items that still need to be completed. The developer indicated they would like the town to receive the roadway by Autumn; however road resurfacing needs to happen and ditches should be cleared; in addition detention areas will fall under MS4.
- April 22<sup>nd</sup> – letter of award sent to RTD who was the sole bidder for Wastewater Treatment Plant lagoon liner repair; contract still needs to go to state.
- Notify Jen at SRPC of intent to proceed with town wide road pavement assessment (requested by the goals committee). They will focus on highly utilized roads.

- Staff meeting regarding mid-year tax bills. Plan is to have invoices out by May 13<sup>th</sup> with taxes paid by June 15<sup>th</sup>.
- Received Email Safety Plan from Chief Krauss for the Watercross event – this will be on next meeting agenda.
- Question from Ms. Burnham for a charge document for Economic Development Committee? Mr. Jacobs was unable to locate one. Mr. Williams – it would be a good idea to put something together. Mr. Jacobs – would help to lay out expectations, ground rules, fiscal responsibilities – he will start editing copy.
- Tax-deeded properties: Requested payoff for four current parcels – will begin the 90 day process. Did discover some issues with a couple of the properties.
- Headstart Building: Mr. Jacobs is still getting information – waiting to hear about heating & cooling bills – this information would help to set budgets. Mr. Morrill – there are still a lot of unknowns – definitely need more information. Ms. Burnham – wasn't there a deadline given for June from Strafford? There are still many unknowns and lack of information both on the Headstart building as well as the current Town Hall building. Mr. Jacobs will continue to work on getting information.

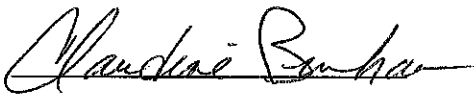
#### 11.) Selectmen Comments:

- Mr. Williams – made adjustments to March meeting when TPPA presented. Mr. Williams motioned to amend the 3/21/2022 minutes with his adjustments. Ms. Burnham seconded the motion. All were in favor.
- Mr. Williams – have talked to department heads. In the past there were BOS liaisons for PD, FD, Public Works. Instead of having monthly department head reports, change to quarterly. BOS liaison would work directly with department to get information to understand their needs. Ms. Burnham – this was originally setup to be a way of communicating between BOS and department heads. Don't want to lose department heads not attending BOS meetings – maybe a quarterly, rotating schedule would work. Mr. Jacobs – might be good for Zoning and Planning Boards to attend.
- Mr. Williams – the Budget Committee members are happy he is taking their questions back to the BOS and now providing additional information and addressing concerns. He has also met with Recreation Commission.
- Mr. Morrill – Planning Board is chugging along.
- Ms. Burnham – contacted by Bruce Woodruff. CIP is starting up again in May. The taskforce committee recommends putting a welcome packet together (Mr. Brown put together). Hope to have it done for review at the next meeting. This would include information about the town, as well as contact information, etc.

#### 12.) Adjournment:

Mr. Williams made a motion to adjourn the public meeting and enter into the Non-Public meeting. Ms. Burnham seconded the motion. All were in favor; the motion passed. The public meeting adjourned at 8:20PM.

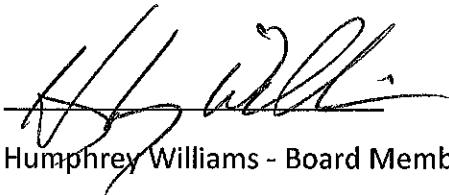
Given under our hands this 16th day of May, 2022.



Claudine Burnham – Chairman BOS

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Matthew Morrill - Board Member



Humphrey Williams - Board Member

**END OF MINUTES - 2022 05 02**

